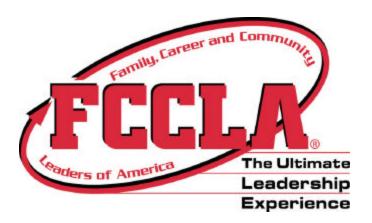
MONTANA

PROFICIENCY EVENTS MANUAL

Rules for State Leadership Conference



AUGUST 2005

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FORWARD

The focus of family and consumer sciences education programs in Montana is twofold: to develop competencies in the role of family member and as career and community leader.

Family, Career and Community Leaders of America (FCCLA), the career and technical student organization, is an integral part of the family and consumer sciences education program. This organization allows students to experience family and consumer sciences education in action – by setting goals and developing plans to accomplish them. Students develop individual or group projects around content in personal/family living, nutrition and wellness, human development and parenting, clothing/textiles, personal resource management, career and job preparation, technology and its many applications in balancing family and work.

The National Board of Directors of FCCLA approved the implementation of national competitive activities, on a limited scale, at the 1983 National Leadership Meeting. In order to maximize opportunities for FCCLA chapter members and to enhance and extend the family and consumer sciences instructional program, while maintaining the unique characteristics of the organization, a framework of competitive participation activities was developed.

Montana FCCLA offers students two levels of competition. The first level of competition is STAR Events. Students interested in competing in STAR Events should consult the latest edition of the STAR Event Manual. STAR Event competition is offered at the local, state and national levels.

The second level of competition offered is Proficiency Events. During the 1982-3 school year, Montana FCCLA implemented the use of recognition activities by offering the Proficiency Events at the local and state levels.

Proficiency Events are student-structured activities in which student and/or chapter performance is evaluated in relation to a standard level of achievement. All students may obtain the highest levels of achievements. Proficiency Events are similar to STAR Events in their structure; however, they culminate at the state level.

Throughout this manual, the term Entrant refers to an individual or a team.

If a Proficiency Event at SLC has fewer than 6 entrants, the Event will not be offered the following year. That Event will be dropped and not offered in the future. (Advisory Board 12-6-04)

FRAMEWORK FOR PLANNING FCCLA PARTICIPATION ACTIVITIES

1. Objective

To assist students in developing personal leadership, citizenship and occupational knowledge and skills for personal, family and community living through family and consumer sciences education.

2. Content

Family and Consumer sciences subject matter, including leadership skills. This encompasses consumer homemaking and wage-earning home economics.

Process

Student participation activities shall:

- □ Be student initiated, planned, implemented and evaluated with guidance from advisors;
- Provide students with skills to cope in both competitive and cooperative environments;
- Develop individual growth, group process and decision-making skills;
- □ Be an integral part of the family and consumer sciences education curriculum within the school system.

Activities

Family, Career and Community Leaders of America participation activities at the local, state and national levels shall be consistent with these stated objectives, content and processes.

PROFICIENCY/STAR EVENTS AWARD SYSTEM

The following award system is followed in Montana at the state level; the STAR Event Manual, available from National FCCLA Headquarters, outlines the award system used at the national level.

Entrants will be evaluated on a point system. Each Entrant will be demonstrating proficiency to the degree that points are accumulated sufficient to earn certificate of participation, bronze, silver or gold will receive that award at the Awards Program during the annual State Leadership Conference.

Gold 1st place 90 to 100 percent Silver 2nd place 80 to 89 percent Bronze 3rd place 60 to 79 percent Certificate of Participation Under 59 percent

PROFICIENCY/STAR EVENTS REGULATIONS

- 1. Entrant must supply all equipment, supplies and utensils, unless otherwise specified for the event.
- 2. Entrant must be on time for assigned competition unless he/she had informed the event chairperson, prior to the day of competition, of a conflict with another FCCLA conference responsibility. Unless there is an event conflict, the Entrant will be disqualified for tardiness.
- 3. During orientation, Entrants will be given complete detailed instructions for each event, including written instruction sheets where appropriate. Failure to attend orientation/test/application will result in disqualification.
- 4. Any entrant arriving after the beginning of the orientation/test/application period may participate at the discretion of the chairman.
- 5. Entrants must follow On-Line Event Registration requirements in order to be able to compete at the State Leadership Conference. Entrants not registered on-line will be disqualified.
- 6. Entrants must be paid members of an FCCLA affiliated chapter in good standing by February 1st.
- 7. Entrants in events must have been enrolled or be currently enrolled in a family and consumer science and/or related occupations program.
- 8. A chapter may have a maximum of 2 entrants in any Proficiency Event/STAR Event competition. (I.e. 2 teams or 1 team and 1 individual or 2 individuals.)
- 9. Each student may enter only one individual and one team event. A student may not enter the same event as an individual and as a member of a team.
- 10. No substitutes or alternates will be allowed to take the original entrant's place in individual events. The only time a team substitute is allowed is as registered alternate of Fact Team or to replace the fourth member of 4-member Parliamentary Procedure Team.
- 11. Entrants MUST be appropriately dressed for each event as stated in the Code of Conduct found in Appendix A.
- 12. Entrants waiting to compete must be respectful of others in the event area.
- 13. There will be no talking in the event rooms. All instruction should be done prior to the event. Any coaching at the event will disqualify the student.
- 14. Observers will not be allowed in event areas.
- 15. Notification of participation cancellations should be given to the Event Chairperson at the earliest possible date prior to the competition.

- 16. Scores and results of the event will be kept confidential until the awards are given. The decision of the judges is final. Any questions or concerns regarding the decisions of the judges should be submitted in writing to the state office within 10 working days of the conference.
- 17. Once an Entrant wins a gold award in Proficiency Event, he/she may not compete in any category in the same event again.

The following apply to STAR Event competition at the State Leadership Conference:

18. When an Entrant wins a gold award at the state level, they are encouraged to enter a different event in the future.

If a chapter wishes to enter a team event that the chapter has already earned a gold in during previous years, the team (composed of 2-3 members) may not be composed of more than one person who competed previously nor can the team work on the same project as was previously done. For Parliamentary Procedure teams, no more than 50 percent of the same team members may enter together again as a State Conference team. (Effective 2000.)

19. For students who have competed in STAR Events at the FCCLA National Leadership Meeting:

If a member has competed at nationals in an individual or team event, they may not enter the same event, under any category, again.

- 20. If the highest Entrant in a STAR event does not score 90% or above, a team composed of the Chairperson and Co-Chairperson of the STAR event, the State STAR/Proficiency Events Management Team, and the Advisor of the Entrant involved will convene to determine if the project is of sufficient quality to earn the right to advance to the National level of competition. Meeting will take place prior to announcement of STAR EVENTS winners at the State Leadership Conference.
- 21. STAR Events requiring a binder must use the new binder. Its rings can identify the new binder: Round rings are new; D-rings are old style. (Effective 2006)

SPECIAL NEEDS STUDENTS

Students with special needs are encouraged to participate in Proficiency and/or STAR Events. Advisors will indicate the specific needs of the Entrant at the approval stage of the On-Line Event Registration process. Scoring for the event will be at the discretion of the judges.

ADVISORS: Be sure to consult your district as to the policy and forms required to identify a special needs student as outlined FERPA.

EVENT CATEGORIES

- 1. An event category is determined by the Entrant's grade in school during the school year preceding the National Leadership Meeting.
- 2. Event categories are defined as:
 - □ Junior members through grade 9
 - □ Senior FCCLA chapter members who have been or are currently enrolled in family and consumer sciences, related course work, grades 10-12.
 - Occupational (Only applies to STAR Events) FCCLA chapter members who have been enrolled in occupational family and consumer sciences related course work, grades 10-12.
- 3. A team composed of middle school/junior high (through grade 9) and high school (grades 10-12) members shall enter the senior category.

POINT DEDUCATIONS (in addition to those stated on each event rule/procedure sheet):

Failure to turn in required materials as stated in the event rules, at the on-site registration and orientation session will result in the loss of 5 point of for each item or copy missing with a maximum of 10 points total.

Failure to follow dimension rules for displays will result in the loss of 5 points.

Failure to follow page rules for manuals or summary reports will result in the loss of 5 points for each page that extends beyond the specified number of pages and/or does not follow the rules for page content.

Failure to follow the rules in areas not addressed under "Point Deduction" will result in a loss of points deducted from the rating sheets at the discretion of the Events Management Team and event Chairperson.

Note to Advisors:

Specific additional event rules appear with each of the individual Proficiency Events. Please read and have your students read the event guidelines thoroughly. If you have further questions, contact the state advisor's office.

BEEF EDUCATION DISPLAY PROFICIENCY EVENT

Beef Education Display is an individual event. Entrant will prepare a display that will educate students, families and members of the community on some aspect of the beef industry.

Rules/Procedures

- 1. Displays will be set up in the designated display areas. Entrant will provide all supplies, equipment, etc. needed. Each display must be removed at the time announced.
- 2. There will be tables available for exhibiting displays. Each display must fit within a 3' wide x 3' deep x 3' high space. **Exceeding the dimensions will result in a loss of 5 points.**
- 3. Entrant will prepare the display before coming to the convention and will provide all supplies, equipment, etc. needed.
- 4. The beef display must be exhibited once (1) prior to the State FCCLA Leadership Conference. The Proof of Presentation Form on page 11 of this manual must be signed by the Chapter Advisor, an adult observer and given to the Chairperson of this event at on-site registration/orientation at the state leadership conference. Failure to present proof will disqualify the Entrant.
- 5. Possible exhibition locations:
 Leadership activities (meetings, conferences, etc.)
 Community service activities, health fairs, school open houses
 Meetings (homemaker clubs, Cattle Women, etc.)
 Promotional presentations (beef cook off, fairs, etc.)
 Recognition activities
 Other
- 6. The display should be educational in nature and illustrate one or more basic beef education concepts. The display may include, but not be limited to:
 - □ Beef nutrition and health
 - Beef preparation methods
 - □ Beef buy-man-ship
 - □ Beef by-products (5th quarter)
 - Beef wholesomeness
 - Beef industry
 - Beef cuts and grades
 - Beef economics
 - □ Any other appropriate topic
- 7. The event consists of a one to two minute introduction/explanation of the display, the display itself and the response of the Entrant to oral questions related to the display. Eighty percent of the score is based on the display and twenty percent on the introduction and response to oral questions.
- 8. The Montana Cattle Women will present a cash award to the chapter with the top state display at the Awards Ceremony at the conclusion of the State Leadership Conference.

	Chapter:		
	Entrant:		
BEEF EDUCATION DISPLA	Y		
Rating Sheet			Category: JR SR
Instructions: Write in the appropriate rating assign a "0". Total the points. Make comme			
Evaluation Criteria	Possible Points	Judge's Score	Comments
 APPEARANCE: All parts easily seen Lettering legible, distinguishable Colors and visibility Attracts and holds attention Overall attractiveness and creativity of display 	25		
 EXPLANATORY MATERIALS: Illustrations, pictures, equipment informative and appropriate for display 	5		
EDUCATIONAL CONTENT: • Increases awareness and informs the public about one or more aspects of the beef industry	50		
VERBAL SCORE	20		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Chair Initials:

Co-Chair Initials:

Judges Initials:

PROOF OF PRESENTATION FORM

Chapter	
Entrant	
Place Exhibited	
Signature of Chapter Advisor	
Signature of Adult Observer	
BEEF EDUCATION DISPLA	Y
Rating Sheet	Category: JR SR
Instructions: Make comments to help e	entrants know where they did well or need improvement.
Evaluation Criteria	Comments
APPEARANCE: • All parts easily seen • Lettering legible, distinguishable • Colors and visibility • Attracts and holds attention • Overall attractiveness and creativity of display	
 EXPLANATORY MATERIALS: Illustrations, pictures, equipment informative and appropriate for display 	
 EDUCATIONAL CONTENT: Increases awareness and informs the public about one or more aspects of the beef industry 	
VERBAL SKILLS:	

BUS PERSON FOOD SERVICE PROFICIENCY EVENT

Bus Person Food Service is an individual event. Entrant will demonstrate their ability to clear and reset tables quietly with maximum efficiency. After serving water to the customer, the Entrant answers pertinent questions about typical bus person responsibilities.

Rules/Procedures

- 1. The event will consist of the completion of the assigned task and response to oral questions. Eighty percent of the score will be based on performance; twenty percent on the oral questions.
- 2. Entrant will wear black/navy dress slacks/skirt and a white blouse/shirt and shoes appropriate for dining room service.
- 3. Entrant will leave the service area clean and ready for the next Entrant.
- 4. Each Entrant will perform the following duties:
 - a. Set table.
 - b. Pour water for guests and refill beverages.
 - c. Respond to oral questions.
 - d. Bus tables after guests leave.
- 5. Entrant will work as a team with Entrants in the Wait Person event. Bus person will be responsible for setting the table. Waitperson will be responsible for serving lunch to the judges. Waitperson can correct any mistake made by the bus person while setting the table.
 - Chairs of Bus Person and Wait Person Events will assign teams.
- 6. Orientation will include a tour of the facilities to acquaint the entrants with the location of equipment and the dining room situation. Failure to attend the orientation will **disqualify** the Entrant.

Suggestions to Help Entrants Prepare for Event

- 1. Are you looking your best? Are your shoes clean? Is your shirt pressed?
- 2. Do you know how to make a customer feel welcome?
- 3. Are you self-confident?
- 4. Do you know how to properly set a table?
- 5. Do you know how to handle dishes and flatware in the proper (sanitary) manner?
- 6. Do you know how to avoid breakage of dishes and glasses?
- 7. Are your bus tubs or trays spotless?
- 8. If it is your restaurant's policy to separate flatware from dishes, are you doing it?
- 9. Is your bar towel clean?
- 10. Can you pour water and coffee without spilling?
- 11. Can you work rapidly?
- 12. Do you know what your employer expects from you? (Your duties, etc.)
- 13. Know why you chose to work in a restaurant. Why do you like it and why do you think you are good at what you do?

Sample Oral Questions

- 1. Name some of the duties of a bus person.
- 2. How can a bus person assist the waitperson?
- 3. What qualities does an employer look for in a bus person?
- 4. List two of the approved areas for napkin placement.
- 5. Name some important safety rules.

	Chapter:					
	Entrant:					
BUS PERSON FOOD SERVI	CE					
Rating Sheet			Category: JR SR			
Instructions: Write in the appropriate rating under the Score column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help entrants know where they did well or need improvement.						
Evaluation Criteria	Possible Points	Judge's Score	Comments			
PERSONAL APPEARANCE: • Uniform or dress and grooming (no gum)	10					
 BUSING DUTIES: Proper placement of silverware, water glasses, coffee cups, etc. Proper placement of salt and pepper shakers, sugar 	20					
ARRANGEMENT OF BUS TRAY: • Clearing glassware, dishes, flatware • Sanitation	15					
SERVING DUITES: • Filling water glasses, refill beverages	5					
ATTITUDE: • Show interest and pride in work • Responds to instruction • Works speedily but quietly; time serving	30					
VERBAL SCORE:	20					
TOTAL SCORE	100					
LESS PENALTY (Specify reason)						

CHILD CARE SERVICE/LEARNING CENTER PROFICIENCY EVENT

Child Care Service/Learning Center Proficiency Event is an individual or team event. A team is no more than 3 persons, but may have less. The Entrant will display a Learning Center that had been presented to preschool children (ages 3-5) which teaches concepts related to the current announced theme. Entrant will demonstrate his/her understanding and ability to meet the needs of preschool children.

Theme will be posted on the website <u>www.assoc-mgt.com</u> on the FCCLA page at the beginning of each school year.

Rules/Procedures

- 1. The Learning Center will be prepared and presented to a target group prior to state conference. The Proof of Presentation Form on page 17 of this manual must be signed by the Chapter Advisor, an adult observer and given to the Chairperson of this event at on-site registration/orientation at the state leadership conference. Failure to present this proof will disqualify the Entrant.
- 2. The center may be designed for children to use independently or with assistance from the FCCLA member.
- 3. The center must be setup and removed from the designated area during the specified times during the State Leadership Conference.
- 4. Tables will be available for exhibiting a freestanding Learning Center. Each Entrant will have a 3' wide x 3' deep space. **Exceeding the dimensions will result in the loss of 5 points.**
- 5. Entrant will provide all supplies, equipment, etc. needed.
- 6. Entrant will introduce their display to the interviewers with a one to two minute explanation of why they chose to teach the concept(s) to preschool children and what they learned about children during their prior presentation.
- 7. The event consists of the Learning Center, supplemental materials (see rating sheet) and verbal response. Sixty percent of the score is based on the center (appearance, educational context and effectiveness), twenty percent on the supplemental materials and twenty percent on the oral questions.

Chapter:	 	
Entrant:		

CHILD CARE SERVICE CENTER/LEARNING CENTER

Rating Sheet Category: JR ____ SR___

Evaluation Criteria	Possible Points	Judge's Score	Comments
APPEARANCE: Overall attractiveness and creativity of the Learning Center Accessible Use of Color Visual Appeal Attracts attention Holds attention	15		
 EDUCATIONAL CONTENT: Age appropriate Stimulating "Hands-on" activities Challenges imagination Originality 	25		
 EFFECTIVENESS: Activity selected meets the objectives of the Learning Center Follows current announced theme. 	20		
 SUPPLEMENTAL MATERIALS: Goal statement Two to four objectives Facilitator instructions for center use Proof center has been presented to target group 	20		
VERBAL SCORE	20		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Co-Chair Initials:	

Chair Initials:

Judges Initials:

PROOF OF PRESENTATION FORM

Chapter		
Entrant		
Signature of Chapter Advisor		
Signature of Adult Observer		
CHILD CARE SERVICE/LEA	RNING CENTER	
Rating Sheet	Category: JR	SR
Instructions: Make comments to help e	entrants know where they did well or need improvement.	
Evaluation Criteria	Comments	
APPEARANCE: Overall attractiveness and creativity of the Learning Center Accessible Use of Color Visual Appearance Attracts attention Holds attention		
 EDUCATIONAL CONTENT: Age appropriate Stimulating "Hands-on" activities Challenges imagination Originality 		
 EFFECTIVENESS: Activity selected meets the objectives of the Learning Center Follows current announced theme 		
SUPPLEMENTAL MATERIALS: Goal statement Two to four objectives Facilitator instructions for center use Proof center has been presented to target group		
VERBAL SKILLS		

CONSUMER PROFICIENCY EVENT

Consumer Proficiency Event is an individual event. The Entrant will demonstrate FCCLA Planning Process skills, knowledge of basic consumer information and knowledge of consumers' roles, rights and responsibilities.

Rules

- 1. Each Entrant will supply his/her own writing instrument. A 10-point penalty will be assessed for failure to provide own pencil and/or pen.
- 2. The use of a calculator is permitted. Entrant must provide calculator.
- 3. The Entrant is to be in the assigned area 10 minutes before scheduled time.
- 4. Each Entrant is allowed 30 minutes in the simulation room rotating between stations. Three penalty points will be assessed for overtime.
- 5. Entrant will remain in the holding area until instructed to give presentation to judges.
- 6. Each Entrant should introduce him/herself to the judges.
- 7. Entrant should know the FCCLA Planning process and related consumer skills. An Entrant who goes over budget will be assessed a 5-point penalty.
- 8. Be prepared to use personal goals, values and attitudes in making and explaining consumer decisions.
- 9. Failure to attend the orientation session will **disqualify** the Entrant, if an orientation session is required.

Procedures

- 1. Given a specific budget, entrants will select specific products and relate the following skills:
 - a. Determine the "best buy" from a group of consumer products using the FCCLA planning process.
 - b. Compute unit pricing for one item.
 - c. Identify and compare labeling information needed for one item.
 - d. Identify warranty information for one item.
 - e. Write a personal check for total amount of purchase.
 - f. Identify steps in handling a personal consumer complaint situation.
- 2. The event will consist of judging the participant's performance in consumer simulation. The following is an example of a possible situation:

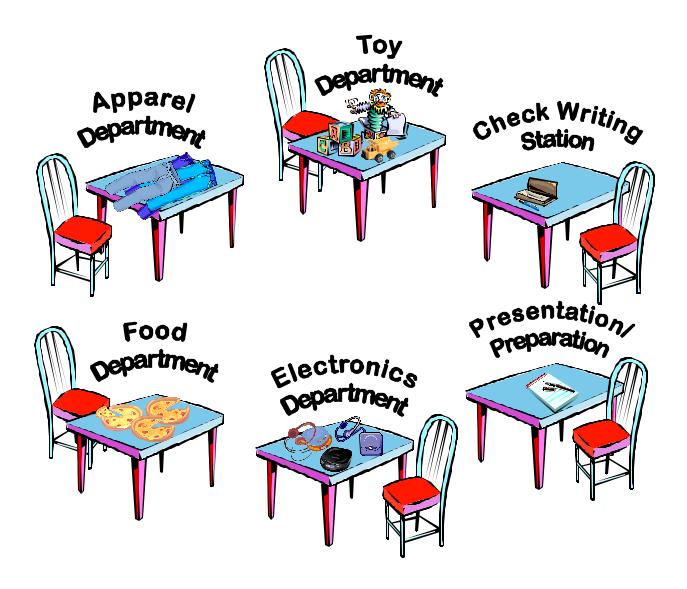
You have been saving your money in anticipation of making purchases for the upcoming events. You have \$**** at the present time. When you are ready to go shopping, you decide you want to buy food for your friends, you need to buy a gift for your sister's birthday, you need to purchase some new clothing and you

will need to purchase a new item covered by a warranty. You now have four purchases to make, one from each department. How will you handle this situation?

(The amount of money you have to spend is based on the <u>average</u> of the four items.)

- 3. Entrants will visit a simulated department store with items available as stated in the simulation.
 - □ Entrant will be allotted a maximum of five minutes in each of four departments (food, toys, apparel and electronics).
 - Entrant will have a selection of three items in each department.
 - □ Entrant will select purchases from various departments, considering budget, goals, attitudes and values.
 - Entrant will identify and use the FCCLA planning process.
- 4. In one designated "department," the Entrant will compute the unit price of each item.
- 5. In another designated "department" the Entrant will compare the labeling information of three items with desired labeling information.
- 6. In another designated "department" the Entrant will identify warranty information.
- 7. Entrant will total purchases and write a check for the total amount. Entrant will be allotted five minutes at the check writing station.
- 8. Entrant will be given a maximum of five minutes at the presentation/preparation table to draw conclusions about how and why their purchases were made. Include the alternatives before the decision-making.
- 9. Entrant will identify and use the FCCLA planning process, considering values, goals, attitudes and budgets. Entrant also needs to explain the process of consumer complaints to the judges.
- 10. Following the completion of 4 through 8, Entrant will turn in the simulation worksheet to the chair of the event.
- 11. In the judge's room, the Entrant will give a 3 to 5-minute presentation as prepared in 8 and 9.
- 12. Five minutes will be allotted to answer a prepared question from the judges regarding consumer complaints. Other situation questions may be asked concerning the Entrant's simulation decision.

SIMULATION ROOM SET-UP



SIMULATION ROOM WORKSHEET

1.	WARRANTY PRODUCT IN List desired labeling information			
2.	LABELING INFORMATIO	N COMPARISON:		
	Brand #1			
3.	UNIT PRICING			
	Name of Product or Item	Total Price		Unit Price
	LIST PURCHASES AND (COST:		
	ltem	Cost	:	
		Total Cost:	\$	
ATT	ACH CHECK HERE	Budget:	\$	·

	Chapter:		
	Entrant:		
CONSUMER EVENT			
Rating Sheet for Simulation Worksh	eet (Part 1 of 2	2)	Category: JR SR
Instructions: Write in the appropriate rating assign a "0". Total the points. Make comme			
Evaluation Criteria	Possible Points	Judge's Score	Comments
SIMULATION ROOM WORKSHEET: Correctly compute unit price	10		
Identify labeling informationIdentify all information required	10		
Identify warranty information from the designated product	10		
Write a personal checkUsed correct form	10		
 Legibly written worksheet and check 	15		
TOTAL SCORE Part 1 of 2	55		
LESS PENALTY (Specify reason)			
FINAL SCORE Part 1 of 2			

Chair Initials:

Co-Chair Initials:

Chapter:		
Entrant:		
CONSUMER EVENT		
Rating Sheet for Judges Worksheet (Part 2 of 2)	Category: JR	_ SR

Instructions: Write in the appropriate rating under the Score column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Possible Points	Judge's Score	Comments
JUDGING ROOM RATING SHEET: • Final purchasing decision • Justify how decision is made	10		
Explanation of steps used in the FCCLA planning process	5		
Consider consequences	5		
Look at alternative plansPresent alternative planClearly explained	10		
ABILITY TO HANDLE CONSUMER COMPLAINT: Correctly identified method Correctly handles situation including logical steps	10		
PERSONAL PRESENTATION: Gestures Poise Mannerisms	5		
TOTAL SCORE Part 2 of 2	45		
LESS PENALTY (Specify reason)			
FINAL SCORE Part 2 of 2			

TOTAL SCORE Part 2 of 2	45		
SS PENALTY (Specify reason)			
FINAL SCORE Part 2 of 2			
Judges Initials:	Chair Initial	s:	Co-Chair Initials:

FCCLA FACT TEAM PROFICIENCY EVENT

FCCLA Fact Team is a team event. The FCCLA Fact Team event is designed to encourage chapter members to expand their knowledge and understanding of Family, Career and Community Leaders of America. Entrants will take a written test and participate in an oral interview.

Rules/Procedures

- 1. Entrant consists of three chapter members plus one designated alternate per team in this event. Each chapter is allowed two teams.
- 2. Each Entrant will bring two pencils and a clipboard for completing the written test. A 5-point penalty will be assessed for failure to arrive without any of the above items.
- 3. Only materials given to the team may be used during the event. Fact sheets may not be brought to the contest area.
- 4. The event will consist of the completion of the written test and response to oral questions during an interview. Sixty (60) percent of the score will be based on the written test, forty (40) percent on the oral questions.
- 5. Each member's test scores will be averaged together with the rest of the team and will be counted with the team interview totals to equal 100 percent.
- 6. The Entrants should be dressed professionally for the oral interview, no jeans.
- 7. Scoring on the interview will be based on formal interview procedures.
- 8. Use teamwork skills to formulate answers during the interview.
- 9. Preparation for the written test might include the following areas of study:
 - □ Current FCCLA At-A-Glance Poster
 - □ Planning Process
 - Montana FCCLA Constitution
 - □ Chapter Handbook
 - □ FCCLA Website
 - ☐ State FCCLA Website
 - □ Current National Programs (Available on CD)

	Chantor		
	Entrant:		
FCCLA FACT TEAM			
Rating Sheet			Category: JR SR_
nstructions: Write in the appropriate rating assign a "0". Total the points. Make comme			_
Evaluation Criteria	Possible Points	Judge's Score	Comments
 INTERVIEW PORTION: Clarity of expression, voice and projection 	5 10		
 Equal participation of all members of the team Poise, dignity, appearance Accuracy of information (4 questions worth 5 points each) 	5 20		
INTERVIEW SCORE TOTAL	40		
WRITTEN TEST:			
Team Member #1 Score			
Team Member #2 Score			
Team Member #3 Score			
Total of All Test Scores			
Divide by 3 for Average Test Score:			
WRITTEN TEST TEAM AVERAGE	60		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Chair Ir	nitials:	·	
Co-Cha	air Initials:		

Judges Initials:

FABRIC SALES/SELECTION PROFICIENCY EVENT

Fabric Sales/Selection is an individual event. By assisting a customer, the Entrant will demonstrate knowledge of fabrics, patterns and notions in a simulated purchase at a fabric store.

Rules/Procedures

- 1. Since this event is held offsite at the State Leadership Conference, entrants will not be allowed to compete in a second event.
- 2. Entrant will dress professionally for employment as a fabric sales person. Entrant should act and speak in a professional manner.
- 3. Entrant may use a calculator for the event. Each Entrant must supply his/her own calculator and writing instrument.
- 4. Entrant will be given a customer case study to solve. They will be asked to assist a customer with limited sewing knowledge who asks them for advice in making their purchase.
- 5. The Entrant will be given up to 20 minutes to make choices of fabrics and notions needed to assist the customer with the selection. The Entrant should consider gender, age, current fashion, physique, use of garment, and sewing ability.
- 6. Entrant is to be taken to the judges who will act as the customer and ask questions designed to help the customer make the fabric purchase, e.g., yardage needed, care of fabric, reason for choices, total cost, etc. 10 minutes will be allowed for judges to ask questions.
- 7. Entrant may not communicate with anyone before and after talking to judges.
- 8. Failure to attend the on-site registration and orientation at the State Leadership Conference will disqualify the Entrant. The Entrant will be given a 5-minute orientation at the offsite store where the competition will take place to acquaint the Entrant with the actual competition layout.

Sample Oral Questions

Questions for this event will be integrated into the performance portion of the event. They will include questions a customer would ask regarding the purchase, use and care of fabric, patterns and notions.

Case Study

An adult with limited sewing knowledge comes to the fabric store to purchase fabric and notions for a teen sewing project. The pattern has already been selected.

FABRIC SALES ON-SITE PRACTICE WORKSHEET

Pattern Number	View				
Fiber Content of fabric(s) selected:	(number of fabrics selected depends on pattern used)				
Fabric #1					
Fabric #2 (if needed)					
Fabric #3 (if needed)					
Calculate cost:					
Fabric 1: Yardage	x price per yard	_ =			
Fabric 2: Yardage	x price per yard =				
Fabric 3: Yardage	x price per yard	_ =			
Other items needed:	Amt/number Price				
	x	=			
	x	=			
	x	=			
	x	=			
	x	=			
	x	=			
	TOTAL COST				

Care instructions for finished garment/item:

	Chapter:			
	Entrant:			
FABRIC SALES/SELECTION				
Rating Sheet			Category: JR SR	
Instructions: Write in the appropriate rating assign a "0". Total the points. Make comme				
Evaluation Criteria	Possible Points	Judge's Score	Comments	
ENTRANT: ■ Communication with customer; professional dress; speaking manner	15			
KNOWLEDGE:Use of pattern envelopeCorrect yardageAppropriate for sewing ability	15			
FABRIC CHOICE:Suitable for patternCreative in combining fabric	15			
FABRIC CONTENT AND CARE: Care characteristics Fiber characteristics known Appropriate fabric care/label Fabric preparation description Pre-wash and color concerns	25			
APPROPRIATE SELECTIONS: Interfacing Notion Selection	10			
 <u>CALCULATIONS:</u> Accurate figuring of bill, including pattern, notions, etc. Neatness of worksheet 	20			
TOTAL SCORE	100			
LESS PENALTY (Specify reason)				
FINAL SCORE				

-	Chair Ir			
	Co-Cna	air Initials:		

Judges Initials:

PREPARED SPEECH PROFICIENCY EVENT

Prepared Speech is an individual event. Entrant demonstrates his/her ability to collect and organize information on a prescribed topic prior to the time of the event and their ability to present this information in a specified time.

NOTE: The Prepared Speech Topic will be posted to the website www.assoc-mgt.com on the FCCLA page in the fall of each year.

Rules/Procedures

- 1. The Entrant will prepare a 5 to 7-minute speech on the announced general speech topic. There will be a 5-point deduction for speeches that are under 5-minutes or over 7 minutes in length.
- 2. The event will consist of the preparation and presentation of this speech.
- 3. Entrant will dress appropriately for a public presentation.
- 4. Delivery of the speech must be appropriate to its content.
- 5. Entrants may use 3 x 5 note cards only. A penalty of five points will be assessed if sheets of paper are used.
- 6. Each Entrant will prepare and submit three typed outline copies in one file folder to the event chair during the event check-in for judge's review prior to presentation. Failure to present these will disqualify the Entrant.
- 7. Presentation will be made to the judges in the order assigned.
- 8. Speeches shall be 5 to 7 minutes in length. A 2-minute warning will be given at 5 minutes and the Entrant will be stopped at 7 minutes.
- 9. Time will begin when speech commences.
- 10. The speech will be prepared and told to a target group once prior to the State
- 11. Leadership Conference. The Proof of Presentation Form on page 31 of this manual must be signed by the Chapter Advisor, an adult observer and given to the Chairperson of this event at on-site registration/orientation at the state leadership conference. Failure to present this proof will disqualify the Entrant.

Oral Questions

Following the 5-7 minute presentation, the judges, pertaining to the content of the speech, will ask one or two key questions.

Chapter:	
Entrant:	
- Rating Sheet	Category: JR SR

PREPARED SPEECH - Rating Sheet

Instructions: Write in the appropriate rating under the Score column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Possible Points	Judge's Score	Comments
OPENING:			
Appearance	10		
Introduction			
VOICE:			
• Pitch	10		
Tempo			
Volume			
Enthusiasm			
STAGE PRESENCE:			
Gestures	10		
Poise			
Eye Contact			
Mannerism			
ORGANIZATION:			
Outline	20		
Logic			
Clarity			
Suitability			
Coherence			
Subtopic integration			
MECHANICS:			
Diction	10		
Grammar			
Pronunciation			
Word picture			
CLOSING:			
Summary	10		
Conclusion			
VERBAL:	40		
Response to judges questions	10		
EFFECTIVENESS:	00		
Purpose achieved to impress, information action of the control of the contr	20		
inform, persuade			
Topic covered			
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Judges Initials: _____ Co-Chair Initials: _____ Co-Chair Initials: _____

PROOF OF PRESENTATION FORM

Chapter	Entrant			
Title				
Signature Chapter Advisor	Signature Adult Observer			
PREPARED SPEECH	Category: JR	SR		
Instructions: Make comments to help entrants I	know where they did well or need improvement.			
Evaluation Criteria	Comments			
OPENING: • Appearance • Introduction				
VOICE: • Pitch • Tempo • Volume • Enthusiasm				
STAGE PRESENCE: Gestures Poise Eye contact Mannerism				
ORGANIZATION: Outline Logic Clarity Suitability Coherence Subtopic integration				
MECHANICS: • Diction • Grammar • Pronunciation • Word picture				
CLOSING: • Summary • Conclusion				
VERBAL: Response to judges questions				
 EFFECTIVENESS: Purpose achieved to impress, inform, persuade Topic covered 				

STORYTELLING/CHILD DEVELOPMENT PROFICIENCY EVENT

Storytelling/Child Development is an individual event. Entrant will demonstrate his/her ability to select or create a story appropriate for telling to children ages 3-5. After introducing and presenting the story, the Entrant will answer questions related to the uses of stories with young children.

Rules/Procedures

- 1. Since this event is held offsite at the State Leadership Conference, no Entrant will be allowed to compete in a second event.
- 2. The story will be prepared and told to a target group once prior to the state leadership conference. The Proof of Presentation Form on page 35 of this manual must be signed by the Chapter Advisor, an adult observer and given to the Chairperson of this event at on-site registration/orientation at the state leadership conference. Failure to present this proof will disqualify the Entrant.
- 3. Entrant will dress professionally for employment in a children's day-care center.
- 4. Each Entrant will be given a 10-minute preparation period in a room other than the event room.
- 5. Before the contest, the Entrants will select a storybook or create a story for 3 to 5-year-old children that can be adapted to a storytelling situation.
- 6. At the beginning of the presentation, the Entrant will introduce him/herself to the judges.
- 7. The Entrant will plan a suitable pre-story introduction. The purpose of the introduction is to gain the attention of the children and build anticipation for the story. The Entrant should incorporate his/her name, the name of the story and his/her reason for selecting the story, into his/her introduction.
- 8. Throughout the storytelling event, Entrants may use props, finger-play, songs, visit from a puppet, flannel board or conversation about the story. Entrants may show their creativity through their voice. Props are not required. Good props or good use of voice can fulfill the requirement for creativity.
- 9. A conclusion for the story should be presented. The ending lets the children know that the story is finished and may include a review or clarification of ideas.
- 10. The time limit for the presentation will be 15 minutes. Each Entrant may spend less than the allowed time when giving the presentation, but may not spend more than 15 minutes, including introduction. The timekeeper will hold up a card when there are 5 minutes remaining and again when there is 1 minute remaining. The Entrant will be stopped after 15 minutes.
- 11. Entrant is required to bring any supplies needed. No food items are permitted.
- 12. The event will consist of both the prepared presentation and the response to oral questions.

Suggestions to Help Entrants Prepare for Event

As a role model for children,

- 2. Are you dressed appropriately yet comfortably?
- 3. Are you enthusiastic about the story?
- 4. Have you practiced your story and checked pronunciations, ste.?
- 5. Do you have all your supplies?
- 6. Can children see you and your book comfortable when you present?
- 7. Is the story appropriate for 3-5-year-olds?
- 8. What interesting elements does the story have (author, setting)?

Sample Oral Questions

- 1. Cite two examples that show how stories and books can be used to build positive behavior in young children.
- 2. What qualities of stories and storytelling capture a child's interest?
- 3. What should you do when a child disrupts a story?
- 4. Why might a child enjoy hearing the same story over and over?
- 5. Other than enjoyment and entertainment, what might a child gain from hearing stories?
- 6. Why did you choose this story?
- 7. Why do you feel stories are important for young children?

(This event was adapted from the **New Hampshire HERO Proficiency Handbook.**)

	Chapter:		
	Entrant:		
Story Title:			
STORYTELLING/CHILD DE\	/ELOPMEN	I T	
Rating Sheet			Category: JR SR
Instructions: Write in the appropriate rating assign a "0". Total the points. Make comme	•		.
Evaluation Criteria	Possible Points	Judge's Score	Comments
 INTRODUCTION: Builds anticipation for story Gives reason for choice of story Appropriate dress 	20		
VOICE QUALITY:Clear, distinct, appropriateVoice fluctuation	15		
 CREATIVITY: Held children's attention Reflected mood of the story Eye contact made with group Props – appropriate to story and age level – if used. 	25		
ENDING:A reinforcement of the learning from the storyAppropriate conclusion	10		
SELECTION: • Appropriate to age level • Stimulation to child's imagination	15		
RESPONSE TO QUESTIONS	15		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			
Judges Initials:		Chair Ir	nitials:

Co-Chair Initials:

PROOF OF PRESENTATION FORM

Chapter	
Entrant	
Story Title	
Signature of Chapter Advisor	
Signature of Adult Observer	
STORYTELLING/CHILD DEVELOPME	NT
Rating Sheet	Category: JR SR
Instructions: Make comments to help entrants know	where they did well or need improvement.
Evaluation Criteria	Comments
 INTRODUCTION: Builds anticipation for story Gives reason for choice of story Appropriate dress 	
VOICE QUALITY:Clear, distinct, appropriateVoice fluctuation	
CREATIVITY: • Held children's attention • Reflected mood of the story • Eye contact made with group • Props – appropriate to story and age level – if used.	
ENDING:A reinforcement of the learning from the storyAppropriate conclusion	
 VERBAL SKILLS: Appropriate to age level and attention span Stimulation to child's imagination 	
DECDONCE TO OLICCTIONS	

WAITPERSON FOOD SERVICE PROFICIENCY EVENT

Wait Person Food Service is an individual event. Entrant will greet the guest, present a menu, inform them of specials, take an order, and serve the order; also, the Entrant will answer the oral questions presented by the judges.

Rules/Procedures

- 1. The event will consist of the completion of the assigned problem(s), and response to oral questions. Eighty percent of the score will be based on performance; twenty percent on the oral questions.
- 2. Entrants will wear black/navy dress slacks/skirt and a white blouse/shirt and shoes appropriate for dining room service. Optional accessories may include trays, aprons, towels and ties.
- 3. Entrant will work as a team with Entrants in the Bus Person event. Bus person will be responsible for setting the table. Waitperson will be responsible for serving lunch to the judges. Waitperson can correct any mistake made by the bus person while setting the table.

Chairs of Bus Person and Wait Person Events will assign teams.

- 4. Each Entrant will perform the following duties:
 - a. Approach table and suggest special.
 - b. Take order and write up guest check.
 - c. Serve beverage and entrees
 - d. Clear order.
 - e. Suggest and serve dessert.
 - f. Add guest check. (May use calculator provided by Entrant.)
 - g. Present guest check.
 - h. Respond to oral questions.
- 5. All Entrants will use the same menu and guest checks, which will be provided. Samples of each are enclosed, though these may not be the ones actually used for the event. Prices will be included on the menu; standard abbreviations should be used. Entrant must provide a **pen** to write the order.
- 6. Entrants will be given ten minutes before the event to familiarize themselves with the menu and supplies before participating.
- 7. There will be two judges assigned to each Entrant. The judges will be the guests the Entrant is serving and will observe the Entrant at the service station.
- 8. Orientation will include a tour of the facilities to acquaint the entrants with the location of equipment and dining room situation. Failure to attend the orientation will **disqualify** the Entrant.

Suggestions to Help Entrants Prepare for Event

- 1. Are you looking your best? Are your shoes clean? Is your shirt pressed?
- 2. Do you know how to approach a customer? (Do you say "hello" and make him/her feel welcome?)
- 3. Are you smiling and friendly at all times?
- 4. Are you self-confident?
- 5. Do you clear unused place setting?
- 6. Do you know how all items on the menu are prepared?
- 7. Do you know how to take an order properly?
- 8. Find out how, by suggesting an item or an additional item, you can increase the total of your guest check and make your boss happy.
- 9. Do you know the proper and sanitary manner of handling dishes?
- 10. Can you carry dishes or a tray without appearing unsure of yourself?
- 11. Do you ask your customer if he/she is happy with the food or requires anything else?
- 12. Do you write the check properly?
- 13. Do you say "thank you" and make the customer want to return?
- 14. It is important to know what your employer expects from you. If you don't know, find out. Does he want loyalty, honesty, fast service, dependability, etc.?
- 15. Know why you chose to work in a restaurant. Why do you like it, and why do you think you are good at what you do?
- 16. Do you know how to place food in front of the customer?
- 17. Try not to be nervous judges don't bite.

Sample Oral Questions

(Not a drawn question by Entrant. To be decided by Chairperson the morning of the event.)

- 1. What is suggestive selling? How would you use it in your restaurant?
- 2. Why are you working as a waitperson?
- 3. What qualities does an employer look for in a waitperson?
- 4. What does a customer want most from a waitperson?
- 5. What would you do with a customer who refuses to pay for his/her order?

SAMPLE GUEST CHECK

STANII EE GOEST CHECK			
	CHECK#		
TABLE # _	# OF GUESTS	SERVER	
	THANK YOU!		

Ryan's Grill

	Appe	tizers		
Chips a	\$2.95			
French	Onion Soc	ир	3.95	
Wi	th croutons a	nd melted che	QSQ .	
Vegetai	rian Chili	Cup	2.95	
		Bowl	3.95	
Soup d	u Jour	Cap	2.95	
		Bowl	3.95	
Smoke	Smoked Chicken Quesadilla			
Wi	With sweet corn and jack cheddar			
Jalapeno Poppers			5.95	
Peppers stuffed with cheese, served				
with spicy dipping sauce				
Buffalc) Wings	Regular	4.95	
		Large	6.95	
Chicken Tenders			7.95	
Served with honey-mustard sauce				
Mozzarglla Sticks			5.95	
S¢	rved with mar	inara saucç		



Salads

Oriental Chicken Salad	\$7.95
Assorted greens, sesame-ginger	
vinaigrette grilled teriyaki chicken	
Cobb Salad	7.95
Cobb Igaves, grilled chicken, avocado	
Cheddar, tomato, baeon, egg	
Cagsar Salad Regular	4.95
with grilled chicken	7.95
House Salad	3.95



Entrees

	01211 660	
Ryan's Bu	\$5.95	
U	urger served with tomat	o, lettuce,
	and a side of French fri	
Fish and C	hips	7.95
Served	with tartar sauce and a	side of
french	frics	
Spaghetti v	vith Meatballs	8.95
Served	with a house salad and	l garlie
cheese		
Stir-fry Ch	icken over Rice	9.95
With ga	ırden-fresh grilled vege	tables
Grilled Gar	rlie Chicken	11.95
Served	with baby red potatoes	s and a
houses	salad	
Grilled Fre	sh Salmon	13.95
Served	with horseradish sauc	e, grilled
_	oles, baby red potatoes	and a
houses		
Broiled le	nderloin Steak	12.95
	with grilled vegetables,	, baked
	and a house salad	
	v York Sirloin	13.95
	irloin served with grille	9
,	ootato and a house sale	
Ryan's Pri		16.95
	rime Rib served with g	
-	oles, baked potato and a	a house
salad		



	Beverages	
Soda		\$1.50
Coffee/Tea		1.25
Juice		1.25
Sparkling W	ater	1.50

	-		
	Entrant:	 	
AITPERSON EVENT			
ating Sheet			Category: JR SR
structions: Write in the appropriate rating sign a "0". Total the points. Make comme			
Evaluation Criteria	Possible Points	Judge's Score	Comments
PERSONAL APPEARANCE: • Uniform or dress and grooming (no gum)	10		
CUSTOMER RELATIONS: Approach, greeting Communication with customer	20		
CUSTOMER SERVICE: Menu knowledge Order taken correctly, suggestive selling Dishes handled properly, food served properly; served in appropriate sequence and in a timely manner Guest check written and tabulated correctly Sanitation rules followed	50		
NTERVIEW (VERBAL SKILLS): Answered all questions effectively Had knowledge of table service and menu terminology Volunteered information Poised	20		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			
Judges Initials:		Chair Ir	nitials:

Co-Chair Initials:

Code of Conduct Release

for

FCCLA LOCAL, PRE-PLANNING, DISTRICT, CLUSTER, STATE & NATIONAL LEADERSHIP CONFERENCES AND OTHER RELATED ACTIVITIES OF THE ORGANIZATION

This form must be read and signed by the student and parent.

- 1. Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the *FCCLA* organization.
- 2. Students will dress in business attire for ALL sessions, except where otherwise noted. Business-dress DOES NOT include blue jeans, hats, shorts, sweats, t-shirts, visible undergarments or mid-riff tops. Only students appropriately dressed will be allowed to participate.
- 3. Students shall attend all general sessions, workshops and related activities in conjunction with the meeting for which they are registered.
- 4. Any accidents, injuries or illnesses should be reported to the adult chaperone or state adviser immediately.
- 5. All students will observe the curfew issued and be quiet in their assigned rooms at this time.
- 6. The student shall spend the night or nights at the assigned hotel, in his/her assigned room. Delegates are to remain on the conference premises unless permission to leave has been granted by the local adviser/adult chaperon and the student is in the company of another adult upon departure.
- 7. Students will keep their advisers/adult chaperons informed of their activities and whereabouts at all times.
- 8. Students must refrain from the use or possession of illegal drugs, tobacco alcohol, in any form while holding a state office. Possession is defined as having on one's belongings such as a purse, or in luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco, or alcohol are in one's hotel/motel room or in another person's possession, at any time during the *FCCLA* activity.
- 9. Students are not allowed in the sleeping rooms of the opposite gender, except when an adviser is present.
- 10. Students shall not deface public property or litter the premises. The individual shall pay for any damages to property or furnishings in hotel rooms or buildings.
- 11. For violation of any of the above, parents will be contacted and students may be sent home at their own expense.
- 12. Any action detrimental to **FCCLA** image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

I have read, understand, and agree to abide by and support the above regulations.

Signature of Delegate	Date	Signature of Parent/Guardian	Date
Parent - Home phone		Parent – Work/Cell phone	